

**Meeting of the Board of Directors of the
State House Visitor's Center and Gift Shop
Wednesday September 24, 2014
Providence Warwick Convention & Visitors Bureau
G-Tech Building
10 Memorial Blvd.
Providence, RI 02903**

Meeting Minutes

- 1. The meeting was called to order by Chairperson Kristen Adamo at 9:06 A.M. with the following members present: Kristen Adamo, Jon Stevens, Paul Caranci for John McNiff and Sue Ellen Kroll. Others present included Stacy DiCola and Kaitlynn Ward.**
- 2. Upon a motion by Paul Caranci, seconded by Kristen Adamo, the minutes of the June 11, 2014 meeting were unanimously approved as submitted.**
- 3. Stacy DiCola submitted financial statements she prepared from information gleaned from The Square Register reporting function. The report contained a list of items available in the gift shop formatted so as to list the items sold in descending order starting with the item for which sales were greatest.**
- 4. Stacy DiCola offered the following update on inventory and suggested holiday offerings:**
 - a. A list of available items will be added to the field trip confirmation**

letters that are sent to teachers so that students can review those items and their associated costs prior to arriving at the State House for their tours.

b. She has established relationships with book vendors and publishers such as The History Press to enable the discount purchase of books directly from those sources.

c. She will work with Randy Rosenbaum to notify Christmas Carolers about the existence of the gift shop prior to their performance at the State House.

d. She distributed information needed for consideration of tote bags and hats for review and discussion and recommended that we carry these items in the Gift Shop in time for holiday sales. The items were discussed at length. Upon a motion by Kristen Adamo, seconded by Paul Caranci, Stacy was authorized to spend an amount not to exceed \$300 on the purchase of 24 canvass tote bags - off white in color with blue letters. The motion carried unanimously. After additional discussion a motion was made by Sue Ellen Kroll, seconded by Kristen Adamo, authorizing Stacy to purchase one-color hats for an amount not to exceed \$250.00.

e. Kristen noted that she found a potential vendor for tee shirts. Stacy will follow-up to determine price and minimum order quantity.

f. Jonathan Stevens will forward the artwork for the “Discover Beautiful Rhode Island” campaign so Stacy can determine the feasibility of using the artwork on stickers.

g. A discussion ensued regarding the possibility of making RI license plate magnets, etc.

h. Stacy presented the concept of a “Holiday Market Place” to take place in the Bell Room of the State House. This event would allow the Gift Shop vendors to sell their items that are not offered for sale at the Gift Shop with a percentage of the sales going to the Gift Shop.

i. Stacy also proposed offering a holiday sale featuring a certain percentage (possibly 20%) markdown of items. Sue Ellen Kroll will have the people responsible for the RISD annual sale contact Stacy so they can discuss strategies for similar sales at the State House Gift Shop.

j. Kristen Adamo will speak with someone at the Providence Journal about running a story on the Gift Shop as a source of holiday gifts.

k. Stacy presented the possibility of new Christmas ornaments for 2014 and will forward images for the Committee to consider.

5. The next meeting was set for 2:00 on Wednesday October 8th. Jon Stevens suggested that we hold the meeting at the State House – Public Information Center conference room and agreed to reach out to Kathleen Vanderveer to determine her availability to view the Gift Shop and offer suggestions to the Committee at the next meeting.

6. The meeting was adjourned at 10:33 A.M.